

AN ACADEMIC REPORT

ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

CARRIED OUT AT

**AKWA IBOM STATE POLYTECHNIC LIBRARY
IKOT OSURUA, IKOT EKPENE**

BY

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AKP/CMA/LIS/ND2022/86**

PRESENTED TO

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MARCH, 2024

CERTIFICATION

This is to certify that this report is written by **Ekong, Caroline Jude** with registration number AKP/CMA/LIS/ND20222/86 and that I undertook the practical session in Akwa Ibom State Polytechnic Library under the supervision of each unit head, and also by the general supervisor.

Mr. Jehu Simon
SIWES Coordinator	Signature	Date

Mrs. Christiana Williams
HOD	Signature	Date

Ekong, Caroline Jude
Trainee	Signature	Date

INTRODUCTION

The Student Industrial Work Experience Scheme (SIWES) is a training programme designed to prepare student of higher institution for post-graduation work situation as well as exposing student to work method and techniques in handling equipment and machinery that may not be available in their educational institutions.

It gives the student a first-hand opportunity to apply their knowledge in work situation thereby bridging the gap between theoretical aspect of education and practical.

History/Structure of the Akwa Ibom State Polytechnic Library

Akwa Ibom State Polytechnic Library was established in 1992 to acquire, organize, preserve and disseminate information resources for teaching, learning, research by members of the polytechnic community. The library stated in two blocks. Block one was the administration seat and the collection development section of the library. The second block housed the reading rooms, staff office, readers service section, the electronic library unit and audio-visual centre.

The total useable floor space was 794.93 square meters, with a seating capacity of about 620 users at a time. The library had a collection of about 6000 volumes of books and 500 volumes of journals, with internet facilities for access to electronic resources.

In 2021 the library and its resources (both human and materials) relocated from the old library to the TETFund 2015/2016 Annual Intervention building. The library is organized under division and units.

Rules of the Library

- 1. Respectful Behaviour:** Patrons should maintain quietness, avoid disruptive behaviour and show respect to fellow patrons and library staff.
- 2. No Food or Drink:** To preserve the library materials and maintain cleanliness, food and drink are generally prohibited inside the library
- 3. Cell Phone Usage:** Patrons are expected to use cell phones discreetly and keep them on silent mode to minimize disruption.
- 4. Borrowing Policies:** Patrons must adhere to the library's borrowing policies, including loan periods, renewal limits, and fines for overdue items.
- 5. Computer and Internet Use:** Users should follow the library's guidelines for computer and internet usage, including time limits and acceptable online behaviour.

Different Unit of Akwa Ibom State Polytechnic Library

- References/Serial Unit
- Registration Unit
- Circulation Unit
- Acquisition
- Electronic Library

REFERENCE UNIT

HEAD OF UNIT: MR. GODWIN EYO

The reference unit of a library is a specialized area that provides resources and assistance for research and information needs. It typically includes encyclopedias, dictionaries, atlases, almanacs, and other reference materials that are organized for easy access and use. The reference unit may also have computers with access to online databases and other electronic resources.

Information Resources Available in the Reference Section of the Library

The reference unit typically includes a variety of information resources, such as:

1. **Encyclopedia:** Comprehensive collections of articles on various topics, providing and overview of subjects and background information.
2. **Dictionaries:** Resources that define words and provide their meanings, often including etymology and usage examples.
3. **Atlases:** Maps and geographical information about different regions of the world.
4. **Almanacs:** Annual publications that provide information about events, weather, astronomy, and other facts related to a particular regions or country.
5. **Yearbooks:** Publications that provide information about a particular organization, institution, or community, often including historical data and statistics.

Functions of the Reference Unit of the Library

There are many functions of the reference unit in a library. Some of the main functions includes:

- Providing reference and information services to patrons.
- Answering questions and providing assistance in finding information
- Teaching patrons how to use the library's resources
- Helping patron's access and use of electronic resources
- Creating and maintaining subject guides and bibliographies.

Duties Carried out in the Unit

- Shelving of the reference materials
- Assisting users in locating the reference materials of their choice.

SERIAL UNIT

HEAD OF UNIT: MRS. THERESA ABRAHAM

The “serial unit” in the library refers to a specialized department or section responsible for managing and providing access to serial publications.

Serials are publications issued in successive parts at regular intervals such as journals, magazines, newspapers, annual reports, conference proceedings and newsletters.

Duties Carried out in this Unit

- Shelving of serials publications
- Taking statistics of the serials daily

Experience Gained

- I learnt how to arrange the journals on the shelf
- I learnt how to locate publication of the past years on different issues and happenings.

REGISTRATION UNIT OF THE LIBRARY

HEAD OF UNIT: MR. ISREAL UMANAH

The registration unit is a department within a library that handles the registration of new library users and the maintenance of existing patron records. The registration unit is also typically manages library cards, fines and other transactions related to patron accounts. In some libraries, the registration unit may also be responsible for handling interlibrary loan request and other resource sharing services.

Function of the Registration Unit of the Library

There are a number of advantages to having a well-functioning registration unit in a library.

Some of the main advantage includes:

- A streamlined process for registering new users and maintaining patron records.
- Increased efficiency in library operations
- Improved customers service and satisfaction
- Increased usage of library resources
- Enhanced security and privacy for patron records.
- Increased collaboration and cooperation with other departments.

Experience Gained

- I learned how to register library users
- I learned how to take statistics
- Issuing of library ticket to students

ACQUISITION UNIT

HEAD OF UNIT: MRS. OFOFON ATTANG

The acquisition unit of a library is responsible for obtaining new materials to add to the library's collection. This can involve purchasing books, subscribing to periodicals, negotiating access to electronic resources, and more. The unit works to expand and update the library's holdings in alignment with its collection development policies, catering to the informational, educational, and recreational needs of its users. Tasks may include selecting items, processing orders, managing budgets and establishing relationships with vendors and publishers.

Functions of the Acquisition Unit

The acquisition unit in a library plays a critical role in the development and maintenance of the library's collection, ensuring it remains relevant and useful to its users base. Its functions include:

1. **Selection and Evaluation:** Collaborating with librarians, faculty, and sometimes patrons to select materials (books, journals, database, multimedia etc.) that align with the library's collection development policy and meet the needs of its users.
2. **Ordering:** Once items are selected, the acquisition Unit places orders with publishers, distributors or vendors. This involves negotiating prices, terms of purchase or access, and handling any licensing agreement for digital resources.

3. **Receiving and Processing:** Upon receipt of new materials, the Acquisition Unit checks orders against shipment and processes invoices for payment. For physical materials, this might involve coordination with the cataloguing department for proper classification and with technical services for physical processing (e.g Stamping, security tagging).
4. **Vendor Relations and Negotiation:** Establishing and maintaining good relationships with vendors, publishers and others suppliers. This can include negotiating for better prices, access conditions, or handling issues with orders.

Experiences gained

- I learnt how to select and sort out information resources based on department
- I learnt how to label and stamp
- I learnt how to assign accession numbers to materials
- I learnt how to carried out documentation

CIRCULATION UNIT

HEAD OF UNIT: MRS. JENIFA UDOKANG

This unit serves as one of the main points of Interaction between the library and its users, facilitating access to books, periodicals, multimedia resources.

The unit comprises of three sub section which are:

- The portal
- The registration
- Circulation desk

1. The Portal

- There are in charge of checking in and out of the library users
- The mount surveillance

2. The Registration

- Registration of the library users fresher's and returning students
- Compiling of statistics
- Clearance of outgoings students
- Renewal of library card

3. Circulation Desk

- Charging and discharging of informational materials to library users
- Issuing of library ticket to student
- In charge of shelf reading
- They are in charge of reserved collections

ELECTRONIC UNIT

HEAD OF UNIT: MR. NSEMEKE UKPANAHA

The information and communication technology (ICT) Unit is crucial for supporting the library's educational and research missions. This unit is responsible for the management, development, and implementation of technology-based services and infrastructure. The scope of responsibilities often encompasses a wide range of activities that are essential for both the day-to-day operations and the strategic development of the library's digital resources and services.

Functions of the Electronic Unit

1. **Providing Access to Digital Resources:** Electronic unit helps the library offer access to a wide range of digital resources including e-books, databases, journals and digital archives.
2. **Managing Library Catalogue and Circulation:** Electronic unit enables the library to manage its catalogue and circulation system electronically, which allows for efficient searching, borrowing and returning of materials.
3. **Supporting Researching and Information Retrieval:** Electronic unit facilitates efficient and effective research by providing access to online databases, search engines and digital libraries, allowing users to retrieve information quickly.
4. **Offering Computer Workstations:** ICT units provides computer workstations equipped with necessary software and internet access, allowing users to perform

various academic tasks, such as writing papers, creating presentations, and conducting research.

Some Available Open Database

- PDF Drive (Portable Document Format)
- Goggle Scholar

Duties Carried out in this Unit

- Setting up of the computer system
- I carried out a research on the topic budget appraisal

Experienced Gained

- I learnt how to boot a computer system (cold and warm booting)
- I learnt how to setup the computer cables
- I learnt how to use the open access databases.

CHALLENGES FACING AKWA IBOM STATE POLYTECHNIC LIBRARY

Common Challenges Facing an Academic Library Include:

1. Meeting the changing needs of Users: As technology continues to evolve, academic libraries must adapt their services and resources to meet the changing needs and preference of student and faculty. This may involve providing more online resources, offering collaborative spaces, or providing access to emerging technologies.

Solution: Conduct regular users surveys and need assessment to gather feedback and insights on what resources and services users require. Use this information to make informed decisions about resource allocation and service improvements.

2. Accessibility of Resources: Academic libraries often face challenges in providing equal access to resources for all users, particularly those with disabilities or those located in remote areas. Ensuring that resources are accessible to all users is crucial for fostering an inclusive learning environment.

Solution: Implement accessibility features for digital resources, such as screen reader compatibility and alternative text for images. Explore partnerships with other libraries or institutions to provide access to resources for those located in remote or underserved areas.

Summary

The SIWES program is a very good initiative by the Federal Government aimed at bridging the gap between academic learning and industrial experience. This was fully achieved in my 4 months internship training at Akwa Ibom State Polytechnic Library, while it had its shortcomings, we were able to gain vital experience relevant to my course of study. Over the duration of the internship, we gained experience library operations and the different units responsibilities. In addition, the internship program has greatly influenced my oral and written communication skills through exposure to numerous opportunities in technical report writing as well as presentations

Conclusion

All these valuable experience and knowledge that I have gained were not only acquired through the direct involvement in task but also through other aspect of the training such as work observation, supervision, interaction with colleagues, supervisors, superior and other people related to the field.

Recommendation

- As securing internship placement is becoming difficult each year, I recommend that the institution/department recommend students for internship opportunities in organizations related to their course of study.
- The institution and Department should liaise closely with the industries relating to the study of the program to breach the gap between academic learnings and real-life

applications by organizing short internships, workshops and seminars on the operations of the industry.

- The Industrial Training Fund should provide adequate and prompt means of funding to students during the period of internship to ensure that the work experience is financially itch free.